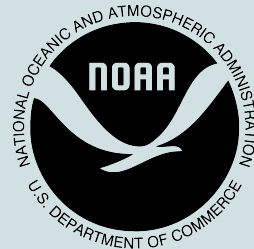


Potential Legislative Host Informational Session

December 10, 2020

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov



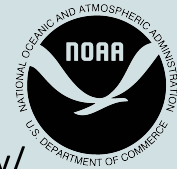
Sea Grant



MISSION: To enhance the practical use and conservation of coastal, marine and Great Lakes resources to create a sustainable economy and environment.

Blue bird symbol = Sea Grant Program

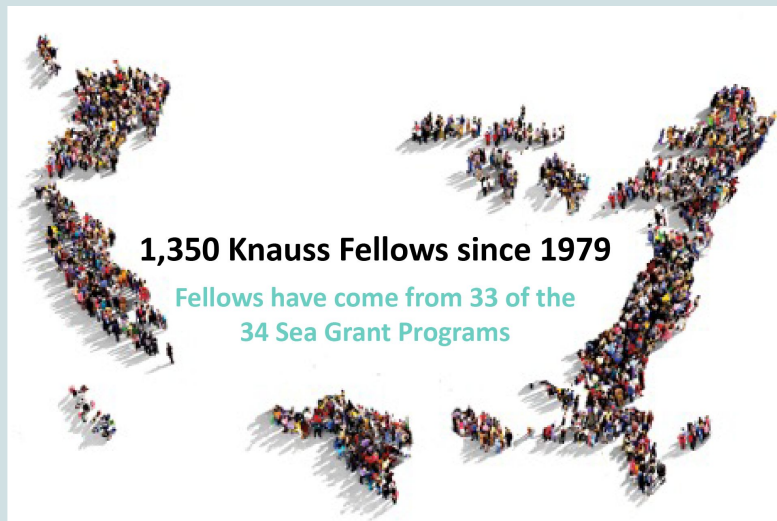
Sea Grant



<https://seagrants.noaa.gov/>

Sea Grant Knauss Fellowship

The Sea Grant Knauss Fellowship provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.



The Sea Grant Knauss Fellowship offers direct experience working in the executive and legislative branches of the Federal Government allowing fellows to work on the latest issues in ocean and coastal management, fisheries, and research.



<https://seagrants.noaa.gov/>

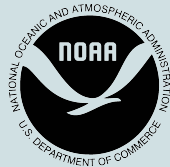
Benefit of a Sea Grant Knauss Fellow

- Pre-vetted capacity--all finalists have gone through a rigorous selection process
 - Selected based on combination of academic record, career goals, and recommendations/endorsements
 - Recent graduates with PhDs, Masters or JD
 - Studies/interests focused on coastal, marine, or aquatic related fields
- Add significant talent, knowledge, skill and enthusiasm
- Highly qualified early career professionals



Host Expectations

- Provide an educational opportunity for a fellow
 - Encourage fellows to attend hearings, lectures, conferences, workshops, fellowship functions, and professional development trainings
- Involve fellows in substantive issues that contribute to the office's mission and fit in the fellow's educational and career goals



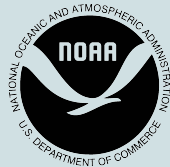
Host Requirements

- Participate in placement week (January 25-29, 2021)
- Provide necessary equipment (desk*, phone, computer) and general office information and paperwork prior to the start of the fellowship
- Obtain a Security Clearance/Badge for the fellow
- Review Office Policies (work hours, vacation, sick leave, attendance at fellowship functions)



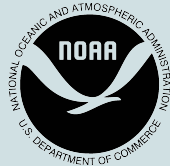
Host Requirements

- Provide a safe, inclusive, and welcoming workspace
- Abide by your agency's sexual assault and sexual harassment policy



Host Requirements

- Development of a Professional Development Plan
- Meet with the Knauss Management team at least once
- Complete a 6-month and end of year review
- Provide mentorship to the fellow



Calendar

Date	Activity
December, 10	Prospective host webinar.
January, 11-13	“Get to Know You” video recording.
January, 13	Registration deadline for hosts
January, 21	Deadline to submit interview availability during Placement Week
January, 25-29	<p>Placement Process</p> <p>Monday: Host office presentations</p> <p>Monday: Interview sign up; schedules provided to hosts</p> <p>Tuesday - Thursday: Interviews with finalists</p> <p>Thursday: “Office Hours” Session</p> <p>Thursday: Host provide up-to 3 names for call-backs (by 6:30 PM EST)</p> <p>Friday: Call-backs (if necessary)</p> <p>Friday: Ranking forms due (by 12:30 PM EST)</p> <p>Friday: Placement process and ratification</p>
January, 29	<p>Host office ranking of finalists due to Sea Grant Fellowship Manager:</p> <p>OAR.SG.fellows@noaa.gov before 12:30 PM</p> <p>Matching process</p> <p>Hosts and finalists are notified of placements</p>



Host Application

DUE: January 13, 2021

- Identify a primary mentor
- Identify a primary point of contact for Placement Week
- Provide a position description
- Describe host location, contact information and interview platform
- Telework and offices policies (esp. as they relate to COVID)



2021 Knauss Legislative Host Application Form

To receive a copy of your submission, and for all correspondence related to the submission of this form, please enter an email address below:

* Required

TIP: Finalists are VERY nervous about uncertainty. Provide clarity on what the position entails in the new digital work environment



Host “Get to Know You Videos”

RECORDING JANUARY 11-13

- 3-5 minute videos
- Meant to share the personality of host/mentor the fellow will work with
- Sign up to record video via GoToWebinar (allows for recording and ADA compliance)
- Using prompts to create some continuity between videos

2021 Legislative Host Get to Know you Video

Please let us know if you are interested in developing a "Get To Know You" video. We will reach out directly with you to schedule a recording time the week of January 4, 2021.

Office (Committee or Personal Office)

Your answer

Point of Contact to schedule video recording time

Your answer

2021 Get to Know You Videos

As part of the placement process, the National Sea Grant Office (NSGO) will be recording videos with the goal of demonstrating common ground for discussion as well as stand in the place of the traditional networking events.

These videos will be available prior to and during the placement process. More information on how these videos can be shared with anyone outside of the placement process.

In an effort to standardize these videos, the NSGO will be recording all these videos and providing question prompts. Each sign up will be provided via email.

Along with the prompts, we encourage hosts and finalists alike to bring a bit of their own personality to the videos. This can be a fun fact, a cool background, a song, a special skill, etc. While these videos are meant to be casual and fun, we ask that you remain professional.

Host Prompts:

- 1) Tell us the highlights of your background (ie. name, where are you from, what was/is your major area of study, past positions, etc.)
- 2) In five sentences or less, tell us about a place you love/would visit and why?
- 3) What is your "superpower" as in special or secret skill?
- 4) Tell us a story that will help us remember you by - An "only in DC" experience you've had, your favorite place to go in DC, etc.
- 5) What sort of professional groups do you participate in/professional interests do you have outside of work (volunteer, professional organizations, etc.)
- 6) What's a fun tradition in your office or an annual event that you look forward to? (I'm thinking agency-wide like NOAA's annual meeting, etc.)

Placement Process Prep

(after form and video submission)

- Confirm pitch presentation time
- Interview Availability (**Due Jan. 21**)
 - 30-minute interview slots
 - Make appointments available between 9:00-6:00 EST with preference for the afternoon
 - Platform of YOUR CHOICE (please use video capable)
 - NSGO will provide a completed schedule, you will be expected to schedule the interviews
 - NOTE: We may contact you for more time slots/timing of interviews if there is a scheduling conflict

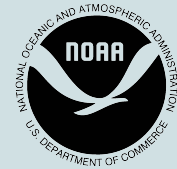


Placement Process Activities

Day	Date	Activity	Platform
Monday	January 25 9:30-5:00 EST	Host Pitch	GoToWebinar Host: Sea Grant
Tuesday	January 26	Schedule Interviews	
Tuesday-Thursday	January 26-28 9:00-6:00 EST	Interviews -30 minute time slots	Platform of Choice Host: You
Thursday	January 28 4:00-6:00 EST	“Office Hours”	Platform of Choice Host: You
Thursday	January 28	Hosts provide UP TO three finalist they would like to “call back” (submit by 6:30 PM EST)	
Friday	January 29 Prior to 9:30 EST	Schedule “call backs”	
Friday	January 29 9:30-12:00 EST	“Call Backs”	Platform of Choice Host: You
Friday	January 29	Hosts submit ranking form (submit by 12:30 EST)	
Friday	January 29	Ratification	

Placement Week Code of Conduct

- Neither the hosts nor the finalists will share who their top ranked is with the other
- Neither the hosts nor the finalist will ask the other who their top ranked is
- Neither the hosts nor the finalists will make promises that they cannot follow through with
- Hosts offices will not ask finalists to divulge their political affiliation
- There will be no contact between hosts and finalists other than during official placement week events and the scheduling of interviews
- The ranking sheets will only be viewed by the National Sea Grant Office Knauss Management Team. They will not be shared with either the finalists or the hosts



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Position Pitch Presentation

Monday, January 25, 9:30-5:00 EST

- Sign in 5/10 minutes prior to assigned presentation slot
 - NSGO will host via GoToWebinar
 - 10-minute presentations about the position itself
 - Video is recommended
-
- NSGO is available to pre-record these if you are unable to make it “in person”

TIP: Finalists what to know what they will be working on and who they will work with.



Interviews

Tuesday-Thursday, January 26-28, 9:00-6:00 EST

- Important Dates:
 - **January 21:** Submit Interview Availability
 - **January 25** (early evening): NSGO will return interview schedule to you
- Please choose a platform of choice that is as universal as possible
- Offices expected invited finalists to platform of choice based on interview schedule provided (Tuesday, Jan. 26 by 10:00 AM EST)

TIPS

- Consider tactical office participation
- Schedule yourself a break
- Plan on having video
- Provide a tech back up



Interviews

Tuesday-Thursday, January 26-28, 9:00-6:00 EST

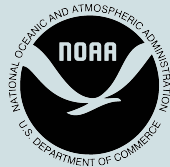
- Finalists will interview with a minimum of 18 offices
- Finalists will interview with at least five offices from each party (an independent office will be counted with the party with which they caucus)
- Finalists will interview with **all** (Minority and Majority) NOAA Sea Grant Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations)



“Office Hours”

Thursday, January 28, 4:00-6:00 EST

- **GOAL:** Allow for finalists to revisit and ask questions of you as a host
- Create a meeting room (on the platform of your choice) that finalists can visit
- Participation is OPTIONAL, however, encouraged
- Provide the link to your meeting room on the host registration form



“Call Backs”

Friday, Jan. 29, 9:30-12:00 EST

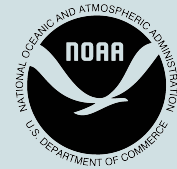
- **GOAL:** Allow the host office to meet with finalists a second time, however, it is NOT a second interview
- Optional
- BRIEF (up to 15 minute) chats
- How to Request: INFORMATION submitted **BY 6:30 PM EST on Jan. 28**
 - UP TO THREE Finalists
 - Submit “Call Back” Request form
 - Provide at least EIGHT fifteen minute slots for scheduling
- NSGO will provide your schedule by 9:00 AM EST on Friday JAN 29
- Schedule sessions with the finalists



Host Ranking

Friday, January 29, DUE 12:30 EST

- Ranking sheets will be returned to the Program Manager (oar.sg.fellows@noaa.gov) no later than 12:30 pm EDT on Friday, January 29, 2021
- Host may only rank those finalists who interviewed with the office
- Hosts should put in rank order the finalists with whom the office would like to work
- Host offices are encouraged to rank all of the finalists that they are willing to host. The National Sea Grant office encourages potential hosts to rank no less than 75% of the finalists that they interview as it increases the chance of receiving a match to host a fellow



Placement Process

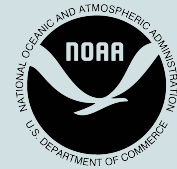
Guidelines

Goal: Facilitate a rich political balance across the Congress.

Intent: $\frac{1}{3}$ of the cohort with each party.

Both parties need to provide a sufficient number of hosts opportunities and those hosts must fully participate in the placement process

NOTE: Full participation in the placement process is defined as respect all deadlines and the code of conduct, conducting interviews, and submitting a ranking form.



Placement Process

Guidelines (Committees of Jurisdiction)

- NOAA Sea Grant's Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations) will be ensured a fellow if:
 - the Committee of Jurisdiction submits a position description and fully participates in the placement process; and
 - the Committee ranks at least 12 of the 17 finalists interviewed.



Placement Process

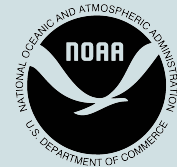
Guidelines (Party Affiliation)

- Our intent is to place **at least 33%** of the fellowship class with any party that provides at least two more positions than $\frac{1}{3}$ of the cohort size. Providing fewer available placements will result in fewer guaranteed placements for that party.
 - The count will be composed of personal and committee host offices. For example, one committee placement and three personal office placements could constitute the minimum for a party
 - An independent candidate will be counted with the party with which they caucus.
 - A party will not be guaranteed more the 33% of the cohort
- 2021:
 - 17 Legislative Finalists; $\frac{1}{3}$ of the cohort is six individuals
 - Sea Grant intends to place at least six fellows per party **IF** a party is represented by a minimum of eight hosts that complete the placement process.

Placement Process

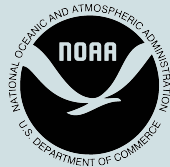
- Submit Finalist Ranking form by **12:30 PM EST JANUARY 29, 2021**
- Matching Algorithm
 - Algorithm is for two-sided matching markets--considers both the preference of the host and the finalists
 - Does not guarantee everyone receives their top choice
 - Most known for the stable marriage problem
- Ratification Signature

TIP: The more finalists you rank, the more likely you are to get a fellow!



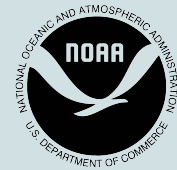
Fellowship Calendar

Date	Activity
January	Host office responsible for acquiring proper technology for fellow
February 1, 2021	Fellowship begins
February 1-2, 2021	Fellowship Orientation
March 5, 2021	Professional Development Plans due to Program Manager
Summer 2021	Mid-Year Reviews between host mentor and fellow to discuss progress
January 31, 2022	Fellowship ends



Important Deadlines

Date	Activity
January 11-13	“Get to Know You” Video Recording
January 13	Host Applications
January 21	Interview Availability Due
January 28 6:30 PM EST	Call Back Requests and Availability
January 29 12:30 PM EST	Ranking Forms
January 29	Ratification Documents



QUESTIONS

Contact

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov



Questions and Follow Ups

“Get to Know You” Videos

- Q: Based on executive placement week, what made a video appealing to finalists?

A: The finalists found it good to know who they were working with. Share something that brings the office together, like if you all bond over a TV show or an activity, bring that up. Think of the videos as “small talk” at a networking event. The prompts are meant to be a guide, you can bring your creativity!

- Q: Should everyone in the host office participate in the video? Is there a way to have more than one person add content to the videos?

A: You should have the folks that will be directly working with the fellow join the video. Having too many people can be overwhelming, so the two or three people that the fellow will be working with daily would be a great balance! We will be recording these over GoTo Webinar, so all the folks you want on the video can easily join.

- Q: Will other hosts be able to see these videos?

A: No. Only the finalists will have access to these videos. Likewise, the finalists will not be able to see each others videos.

“Office Hours”

- Q: How will the “office hours” work? Will they be moderated?

A: The office hours will work similar to virtual booths at a conference. The host will share a link to an open virtual room (on Google, Microsoft, Zoom, ect.), the NSGO will compile these links and provide to the finalist. The finalists will be able to click through the rooms (links). Additionally, members of Sea Grant will be floating between rooms to answer questions and check in. The hosts are welcome to have as many or as few folks join as possible. The goal of this session is for finalists to ask follow up questions and get to know you as hosts a bit more. Think of these as a networking opportunity for the finalists!

Questions and Follow Ups

Placement Breakdown

- Q: Can you describe or run through if certain committees and personal offices have priority for Knauss Fellows?
A: The NOAA Sea Grant Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations) will be ensured a fellow IF the potential hosts follow the guidelines provided. Guidelines: The committee of Jurisdiction submits a position description and fully participates in the placement process; AND the committee ranks at least 12 of the 17 finalists interviewed.
- Q: Is the 33% per party an interpretation of the Sea Grant reauth bill that calls for “equitable distribution” between the parties? Or has that not been factored in yet?
A: In the past the split has been closer to 25% per party. Sea Grant has proactively included the 33% split to achieve the equitable distribution of fellows across party lines, consistent with the recently passed National Sea Grant College Program Amendments Act of 2020 (S.910).
- Q: How is NOAA addressing Senate/House parity for placement next year?
A: For the 2021 fellowship year, Sea Grant is requiring the finalists rank at least two hosts from both the House and the Senate in their top 8.
- Q: Why would there not be 8 fellows in each party if there were 8 eligible offices?
A: There could be 8 matches in each party! We are only ensuring 6 if there are 8 eligible offices for a party.
- Q: Are fellows willing to work for either party?
A: We have made it clear with the finalists that they must be willing to work in any office, party, or committee. This is an educational experience, and they are participating in the fellowship to support the office that they are placed with!

Questions and Follow Ups

Other

- Q: How do we check that we already filled out the host application?
A: If you would like to confirm that your application has been received, please email oar.sg.fellows@noaa.gov and we can check for you!
- Q: Are NOAA commissioned Officer Corps eligible to join this fellowship?
A: They would have to go through the application process that begins about a year prior to the placement process. We welcome any graduate student enrolled at the time of the application with an interest in marine and coastal policy to apply to the program!
- Q: Are fellows willing to work in the physical office?
A: The first priority of Sea Grant is the health and wellbeing of the fellows. We have told the finalists that they should follow the office policies, however, if for any reason they do not feel comfortable, we will work on an individual basis to develop a compromise. Hosts should provide detailed information on the current office policies and flexibility as it relates to COVID and telework.